

Board of Review Member Training Affidavit

– To be Completed by the Municipal Clerk –

(Sec. 70.46 (4), Wisconsin Statutes)

Wisconsin Statutes require at least one Board of Review voting member to have attended training before a board can be constituted. The purpose of this affidavit is to ensure that this requirement has been satisfied.

STATE OF WISCONSIN

County of _____

County/Municipal Code _____

I, _____ the clerk for the _____
(Print Name) (Town, Village, City)

of _____ in _____ County swear that the municipal
(Municipality Name) (County Name)

chief executive or designee has attended a Department of Revenue approved board of review training program within two years of the board's first meeting in accordance with sec. 70.46 (4), Wisconsin Statutes.

Name of members receiving the training: _____

(Print Names) (Date attended)

(Clerk's Signature) (Date)

70.46 (4) No board of review may be constituted unless it includes at least one voting member who, within 2 years of the board's first meeting, has attended a training session under s. 73.03 (55) and unless that member is the municipality's chief executive officer or that officer's designee. The municipal clerk shall provide an affidavit to the department of revenue stating whether the requirement under this subsection has been fulfilled.

PLEASE NOTE: This affidavit should be sent before the board of review convenes. This is a mandatory filing by Statute. If the document is not filed with the Department, *the Board of Review may not be valid.*

Return to:

Wisconsin Department of Revenue
Bureau of Assessment Practices
BOR, MS 6-97
PO Box 8971
Madison, WI 53708-8971